

DD/S

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MEMORANDUM FOR: Deputy Director (Support)

FROM : Acting Comptroller

SUBJECT : Impact of Proposed Reduction of Personnel Ceilings

1. In accordance with your request at a recent DD/S staff meeting, there is submitted herewith a report of our appraisal of the impact of personnel reductions if applied to the Comptroller's Office. The papers attached consist of the following:

- Tab A - Summary showing staffs and divisions of the Office of the Comptroller and the effect if personnel reductions are applied.
- Tab A-1 - Statement showing the effect on specific functions that would result if reductions are applied.
- Tab B - Statement showing in detail the functions of each staff and division, the current ceiling positions applicable to functions and the effect of reductions if applied.

2. The Office of the Comptroller has examined each of the functions as listed in Tab B and has concluded that with one exception all functions are required either by law, by regulation, or by internal or external demand and therefore cannot be eliminated. The only function which we believe can be eliminated is performed by Machine Records Division, which is the "Preparation of stock catalogue and nomenclature in connection with stock status reports." The elimination of this function was recommended by the Management Staff in the EDP Feasibility Study submitted 19 August 1957. We agree that this function can be eliminated and will result in the savings of two man years, if eliminated. However, this study did not receive concurrence of the Office of Logistics and did not receive final approval by the Deputy Director (Support).

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3. We should like to point out that a reduction of even as much as three percent for the entire Agency [REDACTED] will not

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4. In view of the fact that with one exception we do not believe any functions can be eliminated and in view of the fact that the over-all Agency reduction will not reduce our work sufficiently to effect a saving of as much as one man year, it is our conclusion that if any reductions other than the two man years effected by the elimination of the function in Machine Records Division are to be made they can be best applied on a pro-rata basis throughout the staffs and divisions. You will observe by reviewing Tab A-1 that such a method of applied reductions will result in a general weakening of services and the degree of such weakening will obviously vary depending upon the magnitude of the reduction, i.e., one percent, two percent, or three percent.

5. If we can obtain agreement on eliminating the catalogue and nomenclature function of Machine Records Division, we will be able to effect a one-half percent reduction. Any further reduction will have some effect on services rendered but we believe that an additional one-half percent reduction or, in other words, a reduction of two additional persons would not be of grave concern to this Office. Reduction beyond one percent can be taken, but the effect of any further reduction will materially effect our operations.

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Attachments